

Event Planning Guide

A helpful guide to support event organisers plan a safe and successful event in Meander Valley.



Meander Valley Council
Working Together



This is a general guide about planning an event in Meander Valley.
For specific advice and assistance to ensure that your event is safe,
enjoyable and meets required standards, phone Council on
6393 5300 for further assistance.

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Let Council know first

Council needs to be notified about your event at least three (3) months prior to the event date.

Complete an Event Notification Form and return it to Council. Event Notification Forms can be completed on Council's website at www.meander.tas.gov.au or you can use the one in the Resources section of this guide. Upon receipt of your Event Notification Form, Council will contact you to provide you with advice and guidance specific to your event.



Venues and locations

If your event requires the use of a local hall, park or recreation area then you may need to complete a hire agreement and pay any associated fees or charges. Meander Valley has a range of recreation and function spaces available for events.

For information about hiring a Council owned park, reserve or facility contact Council.



Place of Assembly Licence

A Place of Assembly Licence is required under the *Public Health Act 1997* for outdoor public events where 1,000 people or more are present for at least two (2) hours.

Application fees apply and you may need to provide information relating to the following:

- An event site plan
- Risk and emergency management plan
- Traffic management plan
- Register of Stall Holders/Businesses
- First aid
- Toilet facilities
- Temporary structures/Temporary Occupancy Permit

If you require a Temporary Occupancy Permit, a copy will need to be submitted to Council prior to a Place of Assembly Licence being issued. If you are unsure, contact Council to assist you to complete your application.



Temporary Occupancy Permit

You may be required to apply for a Temporary Occupancy Permit if:

1. You intend to hold your event in a building that is not normally used for events (eg. using a warehouse as a temporary public market space) or;
2. Your event requires the use of temporary structures such as marquees, stages, gazebos and tiered seating.

Temporary Occupancy Permits can only be issued by a building surveyor. It is recommended that you contact a building surveyor early in your event planning to ascertain whether a Temporary Occupancy Permit is required.



Event site plan

A site plan details the layout of your event and indicates the location of marquees, stalls, seating, fencing, toilets, first aid, waste bins, amusement rides, power and water. A site plan must be also be provided when you apply for the necessary licenses and permits required to hold your event. For more information about developing a site plan and a site plan template, see the Resources section of this booklet.



Risk management plan

Event organisers must take reasonable precautions against any foreseeable risk of harm to staff, volunteers, contractors and the general public. A risk management plan will identify potential hazards so preventative steps can be taken to minimise or eliminate risks prior to and during your event.

A risk management plan includes aspects such as public access, fire safety, trip hazards, insurance, emergency communication and evacuation. It is also a good idea to notify local police and emergency services ahead of your event so they can be on standby for major emergencies.

A **Risk Management Plan** template is available in the Resources section of this booklet or, for assistance in developing a Risk Management Plan contact Council.



Traffic Management

If your event requires management of traffic and pedestrians, a Traffic Management Plan needs to be designed in accordance with *Australian Standard 1742.3* by a qualified and experienced person.

A Traffic Management Plan may need to consider:

- Emergency vehicle access and parking
- Capacity of adjoining roads if closures or detours are required.

Qualified Traffic Management Plan (TMP) Providers:

- Altus Traffic, www.altusfftraffic.com.au
- ATC Traffic, www.atctrffic.com.au
- VIATEC Traffic Solutions, www.viatectrffic.com.au
- Stornoway, www.stornoway.com.au
- Equity Labour Services (ELS), www.els.net.au

Council Roads

Closures of Council roads require Council approval and need to be advertised prior to the event. Advertising is undertaken by Council at the cost of the event organiser. You may also be required to undertake a letter box drop within the immediate area to ensure property owners are aware of road closures. Council will be able to provide you with guidance about this upon receipt of your Event Notification Form.

State Government Roads

Closures of State Government roads requires approval from the Department of State Growth. For more information, visit www.transport.tas.gov.au



Food and beverages

If you intend on selling or providing food and beverages at your event you must have or apply for one of the following:

- Registration of a Statewide Mobile Food Business or;
- Registration of a Temporary Food Business

If other individuals, groups or businesses intend to sell or provide food and beverages at your event Council must be notified.

It is the event organisers responsibility to complete a Register of Stall Holders/Businesses form and provide this to Council. The Register must contain the details of all food stalls, vans and businesses intending to provide food and beverages at your event. A Register of Stall Holders/Businesses form can be found in the Resources section of this booklet.

Applications for Registration of a Food Business and associated fees (if applicable) and a Register of Stall Holders/Businesses must be received by Council a minimum of seven (7) days prior to your event.

The *Guidelines for Mobile Food Businesses* have been developed to provide more information about the minimum food safety requirements. To view a copy of the Guidelines or to download an Application of a Food Business Registration Form (mobile or temporary) visit www.meander.tas.gov.au or contact Council on 6393 5300.



Insurance

Public Liability Insurance protects you against claims from personal injury or property damage by members of the public who attend your event.

If you intend to hold your event on Council owned land or at one of Council's facilities, you will be required to have Public Liability Insurance with a minimum of \$20M cover and, you will need to provide Council with a Certificate of Currency. In addition, the event Organisers' must ensure that all ride operators, entertainers/performers, artists, food van vendors, stall holders and motor vehicles operators at your event have their own current Public Liability Insurance Policy of no less than \$20M.

Council may require that you (or any operators at your event, particularly high risk operators) provide suitable evidence of your event safety planning to ensure that an appropriate risk management assessment has been conducted and sufficient control measures are in place to protect the public.



Grants and subsidies

Council Community Grants of up to \$3,000 are available to community organisations for projects that address community needs through events, sport, recreation or community development. Guidelines and application forms are available on Council's website.

Community groups and not-for-profit organisations may be eligible for a reimbursement of some of the fees associated with event planning.

For eligibility requirements contact Council on 6393 5300.



Toilet Facilities

Toilets and sanitary disposal facilities must be provided for patrons, staff, stall holders, entertainers and volunteers attending your event. If there are insufficient permanent facilities available on location, you will need to provide additional portable toilets.

The quantity of toilets required for an event depends on the anticipated number of patrons, the event duration and whether alcohol is available.

Toilets need to be located appropriately and be accessible for parents with small children and people with limited mobility. Facilities will also need to be cleaned and re-stocked throughout your event.

A guide outlining the number of toilets required based on patron numbers is located in the Resources section of this booklet. For more information contact Council's Environmental Health Officers on 6393 5300.



Waste Management

Arrangements must be made for the management of waste, recycling and wastewater during and after your event. A waste management plan can reduce costs and clean-up times and identify ways for you to minimise waste at your event.

A waste management plan can consider limiting single use plastics; the quantity, location and accessibility of bins; sharps disposal; informative signage on different bin types and equipment, supplies and contractors required for the post event clean-up.

For more information and to download a guide about waste management at events visit www.rethinkwaste.com.au



Smoke free events

At most public events, there are restrictions in place around smoking. For some events, the event organiser may designate a smoking area. For more information about smoke free events visit www.dhhs.tas.gov.au or phone 1800 671 738.



Accessible events

Consideration should be given to the accessibility of your event so that it can be enjoyed by all members of the community. When planning your event consider sites or venues with accessible ramps, pathways and parking bays and whether symbols can be included on signage and marketing material. For more information about developing an accessible event visit www.arts.tas.gov.au to download the Tasmanian Government Accessible Events Guidelines.



Temporary signage and marketing

A well-placed temporary sign that receives high traffic is a great way to promote your event. Contact Council on 6393 5300 for temporary signage guidelines and planning requirements. If you intend to place a temporary sign on a State road reserve you must apply for approval from the Department of State Growth. Applications must be received a minimum of 21 days before you wish to erect the sign. For more information visit www.transport.tas.gov.au



Noise

Events can create high levels of noise. It is important to consider how noise from your event may impact surrounding businesses and residences.

Amplified equipment such as PA's and speaker systems should be placed in locations that minimise disturbance to nearby residents. Time and location should be considered in relation to appropriate noise levels when planning an event.

Consider the impact of noise if your event continues into the evening and ensure nearby businesses and residents are notified at least a week before your event. It is important that you have a procedure in place for dealing with noise complaints should one arise.

Other Considerations



COVID-19

The COVID-19 pandemic has resulted in additional considerations for event organisers and, the requirements for public health measures at events to prevent the spread of COVID-19 continue to evolve. Information on current COVID-19 requirements for events can be found on the Business Tasmania website at www.business.tas.gov.au or by phoning 1800 440 026.



Alcohol

If you intend to sell or supply alcohol at your event you will be required to obtain a permit and abide by the guidelines for the Responsible Service of Alcohol.

For more information on the service and sale of alcohol and how to obtain a permit visit www.treasury.tas.gov.au. For information about the Responsible Service of Alcohol phone the Liquor and Gaming enquiry line on 6166 4040.



First Aid

Regardless of the size of your event, you are required to provide first aid. The level of first aid will depend on the type of event, the number of patrons and perceived risks. You may require a first aid station with qualified staff, a paramedic or medical facilities. For more information or to request attendance of a first aid provider at your event, visit www.stjohnstas.org.au or phone 6343 4226.



Fireworks

If you intend to hold a fireworks display, you must obtain a permit from WorkSafe Tasmania. If your event is to be held on Council owned land you must supply a copy of your Certificate of Currency for Public Liability Insurance that states the use of pyrotechnics is covered in the policy, with cover of no less than \$20M. Council may need to provide consent on the WorkSafe permit application form.



Amusement rides

If your event is being held on Council owned land you must supply a copy of your Certificate of Currency for Public Liability Insurance, with cover of no less than \$20M for high risk activities such as pony rides, mini motorbikes or zorb balls. Council will assess all requests on a case-by-case basis and reserves a right to refuse requests on public safety grounds. Operators of amusement rides must have their equipment registered with WorkSafe Tasmania and it is the responsibility of the event organiser to ensure that all ride operators have current Public Liability Insurance. For more information about permits or equipment registrations visit www.worksafe.tas.gov.au or phone 1300 366 322.



Power, gas and water supplies

Power

As the event organiser, you are responsible for arranging the supply and installation of any power and electrical equipment including generators, extension cords and cables. Equipment is required to be tested and tagged. Electrical cords should not create a trip hazard and should be adequately protected and covered. Connections are not to be accessible to the public or exposed to damp conditions. If your event is being held at night, you must ensure that adequate lighting is provided for visibility and safety of patrons.

Use of Gas (LPG)

All gas installations and storage must comply with the Gas Safety Regulations. Both the event organiser and those using liquefied petroleum gas (LPG) have a duty of care and should identify, assess and manage all risks associated with the use of LPG. For more information about safe use of LPG at public events visit www.worksafe.tas.gov.au

Water

If your event is being held at a location without reticulated water, you will need to arrange a suitable alternative. Consider where water for your event will be sourced and how it will be stored. For more information about portable water stations for events visit www.taswater.com.au

Resources

Forms, checklists and templates to help you plan a successful event.

Event Planning and Risk Identification Checklist

Event Planning Stage		Yes	No	N/A
	Lodge an Event Notification Form with Council			
	Book your venue/park or reserve			
	Submit an application to Council for a Place of Assembly Licence (if required)			
	Submit a Register of food stall holders to Council			
	Submit applications to other agencies for permits such as a Temporary Occupancy Permit, Liquor Permit or Fireworks Permit etc.			
	Arrange toilet hire (if required)			
	Notify surrounding residents of the event			
	Create an event management plan			
	Develop a risk management plan that lists all high risk activities and items separately			
	Develop an emergency evacuation plan that identifies the availability of fire extinguishers and first aid kits onsite			
	Arrange for trained, first aid staff to be onsite and nominated a safety officer for your event			
	Brief all staff, volunteers, performers and contractors on emergency procedures			
	Have you considered the management of excessive noise?			
	Develop a management plan for roads, walkways, vehicle and pedestrian traffic			
	Have you advised police about: <ul style="list-style-type: none"> • Consumption of alcohol • Potential for high volumes of traffic using State roads or highways 			
	Do you have a waste management plan?			

During Event				
	Monitor patrons for any signs of excessive consumption of alcohol and/or anti-social behavior			
	Monitor noise levels			
	Monitor toilets and hygiene levels			
	Monitor waste bins			
	Monitor security and parking (ensure there are no obstructions to safety equipment, emergency access and exits etc.)			
	Monitor the safety and supply of power, water and gas			

After Your Event				
	Monitor vehicle and pedestrian traffic management			
	If alcohol is supplied at your event, consider if any self or random breath testing facilities are required			



Event Notification Form

Event notifications can also be completed online at www.meander.com.au. Council needs to be notified about your event at least three (3) months prior to the event date. Even if some details cannot be confirmed, complete the Event Notification Form and return it to Council to avoid processing delays. Upon receipt of your Event Notification Form, Council will contact you to provide you with advice and guidance specific to your event. If you require assistance to fill out this form, please contact Council on 6393 5300.

Today's Date:

Your Details

Organisation Name

Event Organiser Name

Phone Number

Mobile Number

Email

Postal Address

Indicate your preferred method of contact:

☐

Phone

☐

Mobile

☐

Email

Event Details

Event name

Event location (include street address)

Is this location (please tick):

☐

Public land

☐

Indoors

Number of
expected attendees

☐

Private land

☐

Outdoors

Event date(s)

Event start Time

Event finish time

Date/time set-up

Date/time pack-up

Has the event been held before?

If yes, where, when and how often?

Description of event

(please also specify if this is a private or public event)

Please tick all boxes that apply:

Have you prepared an
event/risk management plan?

☐

Yes

☐

No

Will the event require hall hire?

☐

Yes

☐

No

Will the event require park or reserve hire?

☐

Yes

☐

No

Will the event require road closures or
traffic management?

☐

Yes

☐

No

Do you intend to erect any temporary
structures? (eg. tents, marquees, portable
stages etc.)

☐

Yes

☐

No

If yes, please provide details:

Will food and beverages be served or sold
at the event?

☐

Yes

☐

No

Will alcohol be served or sold at the event?

☐

Yes

☐

No

Will there be high risk activities at the event?
(eg. rides, fireworks etc.)

☐

Yes

☐

No

If yes, please list these activities:

Developing an event site plan

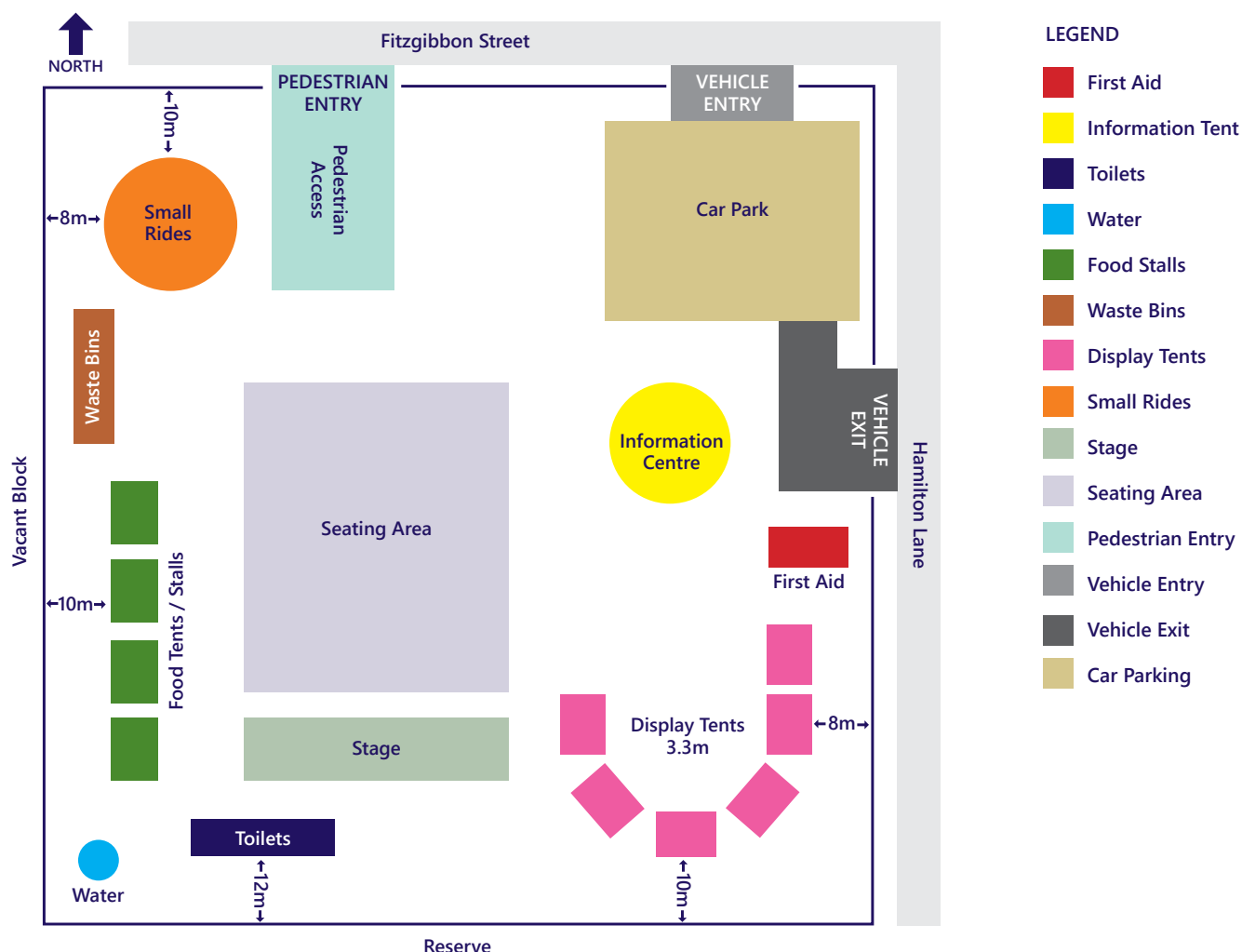
A detailed site plan will assist in determining the layout of your event.

When drawing your site plan use a simple format and include surrounding streets and landmarks. Your site plan must be clear and show all important event features. It can be a hand drawn sketch or a Google Map showing an aerial view of the site with your event details listed accordingly.

Consider including the following features:

- All entrances and exits
- Emergency access routes
- Paths used by vehicles
- Paths for pedestrians only
- Car parking
- Signage
- Information centre (HQ)
- Food and other stall holder locations
- Stage and temporary structure locations (marquees etc)
- Seating arrangements
- Shade and/or shelter
- Entertainment sites i.e. small rides
- Toilet facilities
- Waste bins/refuse sites
- First aid posts
- Drinking water sites
- Liquor outlets
- Approved liquor consumption areas
- Non-alcohol (dry) areas
- Security and/or police locations
- Firefighting equipment

The list above is not exhaustive. Your site plan should reflect your particular event's characteristics which may be required when applying for certain permits and licences for your event. A sample site plan is depicted below:





Risk Management Plan

The table below illustrates how the risks identified have been rated and what controls are in place to stop a potential incident. Your table needs to contain all the risks identified.

Activity	What could go wrong?	Person or location affected?	Risk rating (low, medium, high)	Risk control measures?	Person responsible?	How will risk be monitored?
Example: Vehicle movements in event area	Person/child runs in front/behind of vehicle	General public Event attendees	Medium	All vehicles must use hazard lights and move at 5km per hour or slower	Event organiser	Event organiser to remind drivers upon entering area
Example: Erecting temporary structures	Potential collapse	General public Event attendees Event operators	Medium	Qualified construction crew engaged, safety & suitability of equipment checks	Event organiser & construction crew	Regular inspection checks before during and after event

Risk Rating Matrix

		CONSEQUENCES				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
LIKELIHOOD	Very Unlikely 1	VL	VL	L	L	M
	Unlikely 2	VL	L	M	M	M
	Possible 3	L	M	M	M	H
	Likely 4	L	M	M	H	C
	Very Likely 5	M	M	H	C	C

CONSEQUENCES OF THE EVENT SHOULD IT OCCUR	
RATING	DESCRIPTION
1 <i>Insignificant</i>	Near Miss with no injury / environmental or property damage, no treatment
2 <i>Minor</i>	First aid treatment incident / insignificant damage
3 <i>Moderate</i>	Medical treatment required / medium (short or long term) damage
4 <i>Major</i>	Extensive serious injury, hospitalisation / long term damage
5 <i>Catastrophic</i>	Fatality / irreversible injury / significant damage

LIKLIHOOD OF THE EVENT OCCURRING	
RATING	DESCRIPTION
1 <i>Very Unlikely</i>	Would occur in exceptional circumstances
2 <i>Unlikely</i>	May occur in certain circumstances
3 <i>Possible</i>	Will occur at some time
4 <i>Likely</i>	Very likely to occur
5 <i>Very Likely</i>	Almost certain to occur



Register of Stallholders / Businesses Form

Must include details of anyone selling/providing food and/or beverages at your event

Stall or Business Name	Proprietor	Address	Contact Details	Types of food(s) to be sold	Address where food will be prepared prior to event <i>(must not be a PO Box)</i>	Does the stall or business have a current Statewide Mobile Food Business Registration?	With which Council is their Statewide Mobile Food Business Registration with?
Example: Happy Rock Service Club	Joe Bloggs	3 Smith Street, Happy Rock	Ph 0400 255 123 joe@bigpond.com	Hamburgers Sausages	Registered food business at: 123 Joy Lane Happy Rock OR All preparation at the event	Yes	Happy Rock Council

Toilet Facilities Guide

The quantity of toilets required depends on a number of factors including anticipated attendees, whether alcohol is available and the duration of the event. At least one accessible toilet for the disabled is required (this can be a unisex facility). The below is provided as a guide only:

For events where alcohol is not available, the following facilities are required:

	Male			Female	
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

For events where alcohol is available, the following facilities are required:

	Male			Female	
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20